

# U.S. Department of Energy

OAK RIDGE OPERATIONS OFFICE

## ANNOUNCEMENT

OR A 3050

November 21, 2000

### **SUBJECT: DOE JOBS ONLINE**

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Effective November 6, 2000, Oak Ridge Operations implemented a Departmental pilot program with Headquarters, Albuquerque Operations Office, Nevada Operations Office, Richland Operations Office, Ohio Field Office, the Office of Inspector General, and the Western Area Power Administration to announce vacancies using a web-based automated recruitment system called DOE Jobs ONLINE (DJO). The initial pilot will run for 6 months, after which the program will be evaluated. During this evaluation period, we expect to continue the use of DJO and anticipate that the remaining Departmental entities will be invited to come online with the new system. DJO will enable us to use the power of the Internet to allow interested applicants to register, review vacancy announcements, submit a resumé, and answer position-specific questions to apply for jobs online. DJO provides a means for applicants (both employees and the public) to input personal registration information on a one-time only basis, and maintain a standing resume in the system which can be updated as necessary. As a web-based application, applicants can apply for positions from any computer with an Internet connection at any time of the day or night. **Once you register as an applicant, you will only need to answer a series of questions, primarily with the click of a mouse button, in order to apply for vacancy announcements!**

To the maximum extent possible, all Oak Ridge Operations, Office of Scientific and Technical Information, and Y-12 Area Office vacancy announcements will be posted via DJO. In order to use DJO, all applicants must supply an e-mail address. E-mail addresses are used to automatically notify interested applicants whenever a new vacancy announcement has been posted, to notify applicants of the status of their consideration, and to request additional information as needed. Hard copy notifications will be discontinued.

DJO will offer personnelists and managers the convenience and time savings of automatically reviewing applicant qualifications and ranking and certifying candidates. Personnel and Management Analysis Branch employees will continue to be responsible for assuring that experience claimed by an applicant is supported by his/her resume. Using DJO, highly qualified, diverse applicant pools can be identified quickly and easily. The administrative time required to fill vacancies will be significantly reduced. Managers can expect to receive certificates of eligibles within 2-3 days after a vacancy announcement closes. Once a certificate of eligibles is received, managers will be able to view resumes and applicant information from any location via a secure Internet connection.

Employees who wish to view DJO or register may do so at <https://jobsonline.doe.gov/>. Although DJO is an easy, user-friendly tool, an open house has been scheduled for Tuesday, November 21, 2000, from 12:30 p.m. to 4:30 p.m. and Wednesday, November 22, 2000, from 8:30 a.m. to 12:30 p.m. in Room B-045 of the Federal Building to answer questions and assist employees who wish to input basic registration information into the system. All employees, including those not anticipating applying on future announcements, are encouraged to register. Once registered, employees may request e-mail notification of new vacancy announcements posted throughout the Department.

We are excited about implementing DOE Jobs ONLINE and encourage all employees to visit the above mentioned site and/or visit one of the scheduled open houses. Additional information, including frequently asked questions, can be found at <http://www.ma.doe.gov/qh/qhindex.html> or individual questions may be directed to Melanie Kent at (865) 576-0673 or [kentmm@oro.doe.gov](mailto:kentmm@oro.doe.gov).

A handwritten signature in black ink, appearing to read 'Carol Aytes', with a stylized flourish at the end.

Carol Aytes, Acting Chief  
Personnel and Management  
Analysis Branch